

**Christian Academy
of Louisiana
Parent – Student Handbook
2023-2024 School Term**



CAL is a private, Christian school. Students admitted to CAL are subject to the admission policies provided in this document.

6781 LA HWY 1 South, Addis LA 70710 -- Telephone: (225) 364-3734 - www.CAofLA.com

Mission Statement

The Christian Academy of Louisiana is founded on biblical principles and endeavors to apply those principles to the development of each child spiritually, intellectually, morally, and physically.

Core Values

We are a school where...

1. Christ is honored.
2. The physical and emotional safety of staff and students are emphasized.
3. Intellectual development of students is pursued.
4. An enjoyable atmosphere for teaching and learning is displayed.

Core Values in Practice

Our core values will inform the actions and policies of CAL on a daily basis. Self-discipline and an internal drive to succeed are basic *expectations* for all students. Students who graduate from CAL will have successfully engaged in a rigorous curriculum that emphasizes personal responsibility.

Schools operate safely and efficiently when *students, faculty, and staff internalize behavioral expectations*. This means, for example, that appropriate student behavior is a general expectation for all students at all times. To the extent that a teacher *must* spend time correcting students for inappropriate behaviors, they are losing valuable instructional time. This detracts from the intellectual development of our students.

When necessary, discipline will be used to ensure a safe and effective learning environment. Discipline does not have punishment as its primary goal. Discipline is intended to shape behaviors and to maintain high standards of personal responsibility. In short, students are expected to learn from and respond to efforts to help them acquire productive mindsets.

TABLE OF CONTENTS

Parent Liability and Permission Regarding Student Participation.....	1
Parent/Student Acknowledgment of CAL Code and Policies	2
CAL Code of Student Conduct	2
Visitors	3
Contact Information	4
School Calendar	5
Carpool.....	6
Check In/Out and Pick Up.....	7
Attendance.....	7
Medical	8
Extended Care.....	8
Withdrawal/Dismissal Procedures	9
Tuition and Financial Procedures	9
Student Records.....	10
Grading and Reporting Policies and Procedures	10
Academic Intervention	11
Report Cards	12
Academic Honors	12
Headmaster's List.....	12
A/B Honor Roll.....	12
Timothy Award.....	12
Technology	12
Special Needs	12
Compliance with CAL Rules and Regulations.....	13
Automatic Dismissal	15
Uniforms	15
School Schedule.....	19
Chapel Schedule	19
Extracurricular Activities	19
Early Dismissal for Seniors	20
Lunch	20
FAQ'S	20
Handbook Agreement Form	22
Acceptable Use Policy.....	23
Medical Plan	24

Parent Liability and Permission Regarding Student Participation

By participating in or utilizing any activities, programs, equipment, or facilities available through CAL, the participant/user (or guardian of a minor participant/user) hereby agrees to the following terms and conditions:

Even under supervision, there is a risk of injury while utilizing CAL facilities, equipment and programs, and every activity has a certain degree of risk. By participating, parents and students knowingly and voluntarily assume any and all risk of injuries, regardless of severity, which from time to time occur as a result of participation in activities through CAL.

Every CAL parent must have adequate health insurance to cover any injuries or damages that a student may suffer while participating, or alternatively *not participating*, and agrees to bear all costs associated with any such injury or damages.

Students must be in good health and have no mental or physical condition or symptoms that could interfere with their safety or the safety of others while participating in any activities or using any equipment or facilities of CAL. The parent/legal guardian and student are responsible *for determining* whether the student is physically and mentally fit to participate, perform, or utilize the activities, programs, equipment, or facilities available at CAL and may not rely on any advice from CAL in this regard. To the extent that there are any questions or the need for any information about the student's physical or mental condition or limitations, the parent/legal guardian agrees to seek and pay for professional advice from a qualified physician.

Parents/guardians RELEASE AND HOLD HARMLESS CAL and its respective members, officers, employees, student workers, student interns, volunteers, agents, representatives, institutions, and/or departments from any and all liability, claims, damages, costs, expenses, loss of personal property, personal injuries, illnesses, or death resulting, in whole or in part, from the student's participation in, or use of, any facility, equipment, and/or programs of CAL.

The parent of a student enrolled in CAL consents to the student being the subject of any photography, audio, video recordings or any type of media release which may take place during participation in programming and/or open recreation activities. Such photography, recordings, media releases, etc., may be used for CAL publications, webcasts, telecasts, advertising, and for any other additional promotional or marketing purposes as CAL may see fit. By entering CAL, the student and parent/guardian hereby waive all rights or claims to any financial compensation or payment of royalties in connection with any publications, webcasts, broadcasts, or exhibition of these materials. If a parent/guardian does not wish for his/her student to be photographed, participate in school videos, etc., a media release form indicating so must be submitted.

Parent/Student Acknowledgment of CAL Code and Policies

By accepting admission to CAL, and in using any activities, programs, equipment, or facilities available through CAL, the participant/user (or guardian of a minor participant/user) hereby agrees to the following terms and conditions:

Students will abide by all rules and policies of CAL related to conduct, academics, and other areas of student life. Students agree to review and know the CAL Student Handbook as well as all related policies and regulations of the school.

CAL Code of Student Conduct

Student Expectations:

1. Students who choose to come to CAL elect to live by the rules and regulations of the school, including the Code of Student Conduct, Core Values, and Handbook.
2. Students should expect consequences if they violate the Code of Student Conduct, Core Values, and/or Handbook.
3. Students understand that the Code of Student Conduct, Core Values, and Handbook will apply to all campus and off-campus CAL activities. In addition, the Code, Core Values, and Handbook will apply in all circumstances in which their conduct may reflect on the reputation of CAL.
4. Any student speech, activity, or behavior, whether on or off campus, school-related or not school-related, which causes a substantial disruption in the school environment is prohibited and subject to discipline.
5. Any violation of federal, state, or local law by any student will be deemed a violation of the Code of Student Conduct, Core Values, and Handbook and will subject the student to discipline.
6. Students agree to assist one another in keeping the Code of Student Conduct, Core Values, and Handbook.

Parent Expectations:

1. Parents recognize that CAL attendance is a privilege and support the Code of Student Conduct, Core Values, and Handbook.
2. Parents expect their children to live by the rules and regulations of CAL.
3. Parents expect their children to receive consequences for violating the Code of Student Conduct, Core Values, and/or Handbook.
4. Parents will assist their children in abiding by the Code of Student Conduct, Core Values, and Handbook.
5. Parents will help the school foster student accountability and responsibility.

Purpose of the Code of Student Conduct

The ultimate responsibility for student conduct rests with the student and his or her parents. It is the daily responsibility of school personnel to facilitate an effective learning environment for all students. A student in violation of the Code of Student Conduct, Core Values, and/or Handbook will be subject to the discretionary authority of the administration.

Communication

Parents/Guardians are asked to consciously promote unity and harmony with the CAL family. Concerns should be presented to the proper person in a manner that follows biblical principles as outlined in Matthew 18:15-17.

1. Contact the person through the approved channels and try to resolve the matter with a spirit of love and respect.
2. If the situation cannot be resolved, contact the headmaster who will then seek a resolution.
3. If the situation is not resolved, a final, written appeal may be submitted to the executive director of CAL. The decision of the executive director will be final.

Admission Policy

CAL has a long-standing policy of non-discrimination and admits students of any race or ethnic origin to all the rights, privileges, programs, and activities accorded CAL students. CAL does not discriminate on the basis of race, religion, gender, or ethnic origin in its educational program or any of its school activities.

Visitors

Any person visiting the school campus must check in with the school receptionist to receive a visitor's tag. Unidentified persons on campus will be considered trespassing on private property and the authorities may be called.

Contact Information

Communication with our CAL Family is a top priority. Our administration has an open-door policy, and we welcome both encouragements and concerns. All faculty members have dedicated planning periods during the day to answer emails, return phone calls, and schedule conferences. Below you will find contact information for the school's administration and faculty members.

School Office

Phone: (225) 364 - 3734
Office Hours: 8:00 am - 3:30 pm
Website: www.CAofLA.com
Address: 6781 LA-1 South, Addis, Louisiana 70710

School Administrators

Mrs. Jean Putnam	<i>Headmaster</i>	jean@churchataddis.com
Mrs. Anna Berthelot	<i>Preschool Director</i>	anna.berthelot@caofla.com
Mrs. Veldie Duval	<i>Secretary</i>	veldie.duval@caofla.com
Mrs. Sharena Fontenot	<i>Financial Secretary</i>	sharena@churchataddis.com

Faculty Members

Officer Chris Graves	<i>Safety Officer</i>	chris.graves@churchataddis.com
Mrs. Leah Davis	<i>High School Proctor</i>	leah.davis@caofla.com
Mr. Brian Henson	<i>7th & 8th grade</i>	brian.henson@caofla.com
Mrs. Tammy Pearson	<i>7th & 8th grade</i>	tammy.pearson@caofla.com
Mrs. Missy Kennedy	<i>6th grade</i>	missy.kennedy@caofla.com
Mrs. Marla Tullier	<i>5th grade</i>	marla.tullier@caofla.com
Mrs. Kate Kennamer	<i>4th grade</i>	kkennamer@caofla.com
Mrs. Dee Bellone	<i>3rd grade</i>	dee.bellone@caofla.com
Miss Alex Carbo	<i>2nd grade</i>	alex.carbo@caofla.com
Mrs. Marlayna Miller	<i>1st grade</i>	marlayna.miller@caofla.com
Mrs. Janna Kershaw	<i>Kindergarten</i>	janna.kershaw@caofla.com
Miss Brittany Gill	<i>Pre-K 4</i>	brittany.gill@caofla.com
Mrs. Katelyn Fremin	<i>Pre-K 3</i>	katelyn.fremin@caofla.com
Mrs. Vickey Brown	<i>Pre-K 2</i>	vickey.brown@caofla.com

Remind is a FREE app that can be downloaded from the Apple App or Google Play stores. This app will allow for direct communication between you and the school. The app also acts as a school directory, allowing parents to message back and forth.

No smart phone? No problem. You can still enroll in the system using SMS text messages and/or an email address.



CAL Calendar 2023-2024

School Hours
 High School 7:55 – 2:35
 Pre K - 8th grades 7:55 – 2:35

July 2023							July							January							JANUARY 2024								
S	M	T	W	Th	F	S	1 - Tuition Payments Start 15 - Pay in Full Deadline (5% tuition discount)	1 - 5 Christmas Break 8 - Teacher PD (NO Students) 9 - Students Return 10 - Report Cards Issued Honors Assembly/Chapel 15 - MLK Holiday 31 - Re-Enrollment Ends S - 16 days T - 17 days	S	M	T	W	Th	F	S	1 - 5 Christmas Break 8 - Teacher PD (NO Students) 9 - Students Return 10 - Report Cards Issued Honors Assembly/Chapel 15 - MLK Holiday 31 - Re-Enrollment Ends S - 16 days T - 17 days													
2	3	4	5	6	7	8			7	8	9	10	11	12	13	7	8	9	10	11	12	13	7	8	9	10	11	12	13
9	10	11	12	13	14	15			14	15	16	17	18	19	20	14	15	16	17	18	19	20	14	15	16	17	18	19	20
16	17	18	19	20	21	22			21	22	23	24	25	26	27	21	22	23	24	25	26	27	21	22	23	24	25	26	27
23	24	25	26	27	28	29			28	29	30	31				28	29	30	31				28	29	30	31			
30	31															30	31						30	31					

AUGUST 2023							August							February							FEBRUARY 2024								
S	M	T	W	Th	F	S	7 - 10 PD (NO Students) 11 - First Day for Students- NO Before or After Care 15 - 31 Spirit Wear Orders S - 15 days T - 19 days	7 - 10 PD (NO Students) 12 - 16 - Winter Break S - 16 days T - 16 days	S	M	T	W	Th	F	S	7 - 10 PD (NO Students) 12 - 16 - Winter Break S - 16 days T - 16 days													
6	7	8	9	10	11	12			4	5	6	7	8	9	10	4	5	6	7	8	9	10	4	5	6	7	8	9	10
13	14	15	16	17	18	19			11	12	13	14	15	16	17	11	12	13	14	15	16	17	11	12	13	14	15	16	17
20	21	22	23	24	25	26			18	19	20	21	22	23	24	18	19	20	21	22	23	24	18	19	20	21	22	23	24
27	28	29	30	31					25	26	27	28	29			25	26	27	28	29			25	26	27	28	29		

SEPTEMBER 2023							September							March							MARCH 2024								
S	M	T	W	Th	F	S	4 - Labor Day 27 - See You at the Pole S - 20 days T - 20 days	7* - End of 9 weeks 8 - Early Dismissal, NO After Care Parent Conferences 13 - Report Cards Issued 22 - Picture Day/Free Dress 28 - NO After Care 29 - Apr. 5 - Spring Break S - 19.5 days T - 22 days	S	M	T	W	Th	F	S	7* - End of 9 weeks 8 - Early Dismissal, NO After Care Parent Conferences 13 - Report Cards Issued 22 - Picture Day/Free Dress 28 - NO After Care 29 - Apr. 5 - Spring Break S - 19.5 days T - 22 days													
3	4	5	6	7	8	9			3	4	5	6	7*	8	9	3	4	5	6	7*	8	9	3	4	5	6	7*	8	9
10	11	12	13	14	15	16			10	11	12	13	14	15	16	10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23			17	18	19	20	21	22	23	17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30			24	25	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30

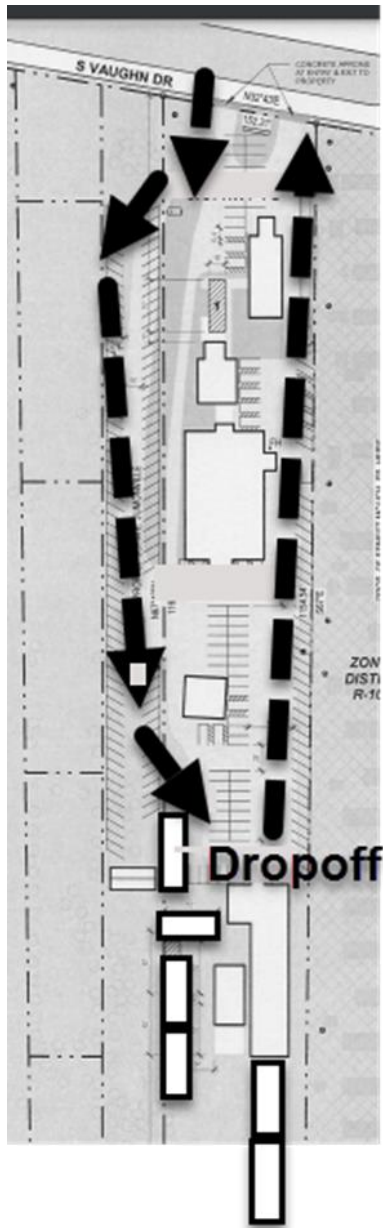
OCTOBER '23							October							April							APRIL 2024								
S	M	T	W	Th	F	S	6 - Picture Day/Class A 13 - End of 9 weeks Parent Conferences PD Teachers (NO Students) 16-17 - Fall Break 18 - Report Cards Issued 20 - NO After Care 21 - Craft Fair S - 19 days T - 20 days	1 - 5 - Easter Break 30 - Final Tuition Payment Due S - 17 days T - 17 days	S	M	T	W	Th	F	S	1 - 5 - Easter Break 30 - Final Tuition Payment Due S - 17 days T - 17 days													
1	2	3	4	5	6	7			1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14			8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20*	21			15	16	17	18	19	20*	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28			22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31							29	30	31				29	30	31				29	30	31						

NOVEMBERc2023							November							May							MAY 2024								
S	M	T	W	Th	F	S	1 - Re-Enrollment Begins 17 - NO After Care, 1/2 Day Gratitude Luncheon 20-24 Thanksgiving Break S - 15.5 days T - 15.5 days	10 - Last Day for Seniors 15 - Senior Graduation-NO After Care 23 - Last Day of School (1/2 day) Report Cards Issued PreK-8th Awards Chapel & PreK/K Program 31 - 2023-2024 School Fees Due S - 18.5 days T - 19 days	S	M	T	W	Th	F	S	10 - Last Day for Seniors 15 - Senior Graduation-NO After Care 23 - Last Day of School (1/2 day) Report Cards Issued PreK-8th Awards Chapel & PreK/K Program 31 - 2023-2024 School Fees Due S - 18.5 days T - 19 days													
5	6	7	8	9	10	11			5	6	7	8	9	10	11	5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18			12	13	14	15	16	17	18	12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25			19	20	21*	22	23	24	25	19	20	21*	22	23	24	25	19	20	21*	22	23	24	25
26	27	28	29	30					26	27	28	29	30	31	26	27	28	29	30	31	26	27	28	29	30	31			

DECEMBER 2023							December							June							June '23								
S	M	T	W	Th	F	S	15 - End of 9 weeks 21 - NO After Care, 1/2 Day 22- Jan 5 - Christmas Break S - 14.5 days T - 14.5 days	14 - HS Report Cards mailed FACTS Payment Accounts Renew for 2021-2022 Legend School Day No School/Holiday Early Dismissal Financial Date	S	M	T	W	Th	F	S	14 - HS Report Cards mailed FACTS Payment Accounts Renew for 2021-2022 Legend School Day No School/Holiday Early Dismissal Financial Date													
3	4	5	6	7	8	9			4	5	6	7	8	9	10	4	5	6	7	8	9	10	4	5	6	7	8	9	10
10	11	12	13	14	15*	16			11	12	13	14	15	16	17	11	12	13	14	15	16	17	11	12	13	14	15	16	17
17	18	19	20	21	22	23			18	19	20	21	22	23	24	18	19	20	21	22	23	24	18	19	20	21	22	23	24
24	25	26	27	28	29	30			25	26	27	28	29	30	25	26	27	28	29	30	25	26	27	28	29	30			
31									31						31						31								

This calendar is subject to change. Days/Minutes may be added as required.

Carpool Diagram



CAL Carpool 2023-24

We want to make the carpool process as safe and expedient as possible.

- Speed limit is 10 miles per hour!
- Entry is on the south driveway, and exit is on the north driveway, just like last year.
- Please remain in your vehicle unless buckling or unbuckling your student.
- Please follow the direction of Security/Safety staff members.
- The latest you can check your student out is 2:00 p.m. This is for the safety of all students and staff. If you need your student before the end of carpool, please plan ahead. No early pick-up after 2:00 p.m.
- Do not drop off students along the carpool driveway. Please utilize the pick-up and drop-off points in front of the school office.

All Grades

Carpool is from 7:40-7:54 a.m. Students arriving prior to 7:40 a.m. should be dropped off at the Administrative Building and will be enrolled in the Before Care Program for a cost of \$2.00 per day.

Check-In/Out and Pick-Up

Permissions

Parents, guardians, or approved persons may check students in/out of school. Please make sure that the administration has received a list of all persons who have permission to pick up a student. Students will NOT be released to anyone whose name is not on the pick-up list unless contact has been made with the administration by the parent/guardian prior to pick-up via Remind message or phone call to the office.

Check-In/Out Procedures

The approved adult must sign students in and out of school by completing the Sign-In/Out Form at the reception desk. Unknown persons will be asked to present identification.

Attendance

Absences

Ten absences are allowed per semester. Semesters run from August to December and from January to May. Absences cannot be rolled over from one semester to another. The ten days may be used at your discretion. If your student is absent, please provide a written note explaining the reason for the absence. Written excuses will be filed; however, an absence is an absence, whether accompanied by an excuse or not.

Attendance records will be included on quarterly report cards. Parents will be notified when a student has reached five absences for the semester.

How does checking in/out affect attendance?

The following attendance procedures will be followed concerning check-ins and check-outs:

- Check-ins before 9:00 a.m. will be marked tardy.
- If a child misses more than 2.5 hours of school, a half-day absence will be marked.
- If a child misses three or more hours of school, a full-day absence will be marked.

Students who are habitually tardy or absent will be subject to disciplinary action. Louisiana Law, Act 109, Section 221, Title 17, states that the parent/guardian is responsible for the student's regular attendance in school and provides penalties for failing to ensure a student's attendance. The parent or guardian of the student with excessive tardies or absences will be referred to the District Attorney's office.

Medical

Illnesses

Due to the social nature of education, illness can be transferred easily. Please do not send children to school if they are sick.

Students must be free of fever, vomiting, or diarrhea for 24 hours before returning to school. Children with lice may not return to school until the full treatment has been completed.

If a student complains of an illness at school, he/she will be sent to the office, and his/her temperature will be taken. If there is no fever, the student will be sent back to class. If the student continues to complain of illness, parents will be called.

Medication Plans

Medication Plans are required before any medication can be dispensed by school administration. This form is to be filled out by the student's physician. Parents are welcome to personally administer medication if no Medication Plan is on file. See the Medication Plan form.

Extended Care

We understand that sometimes students need to be dropped off before or stay on campus after school hours. We offer an additional service called Extended Care. This service is by reservation only. Invoices will be prepared monthly with a flat monthly rate and will be sent out at the beginning of each month. If your student will be using these services on set days of the week, charges will reflect this usage.

The following procedures apply to Extended Care:

- Before Care will run from 6:30 a.m. - 7:40 a.m. at a cost of \$2.00 per day.
- If a student arrives at school at/or before 7:39 a.m., he/she will be enrolled in Before Care, and the student's FACTS account will be charged \$2.00 per day.
- After Care will run from 2:51 p.m. - 5:35 p.m. at a cost of \$5.00 per day per child.
- If a student has not been picked up by 2:51 p.m., he/she will be enrolled in After Care, and the student's FACTS account will be charged \$5.00 per day.
- If a student is not picked up from an after-school club or athletic activity by the appropriate time, he/she will be enrolled in After Care, and the student's FACTS account will be charged \$5.00 per day.
- Picking up your child after 5:30 p.m. will result in a late charge of \$25.00 per day.
- Cell phone usage is not allowed during Extended Care.

Withdrawal/Dismissal Procedures

Withdrawals must be done through the school office by a parent or guardian. A student will be considered absent until the withdrawal form and parent exit interview have been completed.

The school reserves the right to deny admission or continued enrollment to any student whose actions and behavior are not in agreement with the stated philosophy, purpose, or standards of CAL.

Grades and student records, etc., will not be released until a parent or guardian signs the withdrawal form, all school property has been returned, and tuition account balances have been cleared.

Tuition and Financial Procedures

CAL strives to keep tuition costs low to make the school accessible. There are multiple payment plan options and tuition discounts available to assist those interested or eligible.

Tuition & Fees

Pre-K 3 - Kinder	1st - 6th Grade	7th & 8th Grade	9th & 10th Grade	11th & 12 Grade
Registration Fee \$300	Registration Fee \$300	Registration Fee \$300	Registration Fee \$300	Registration Fee \$300
Enrichment Fee \$250	Curriculum Fee \$300	Curriculum Fee \$300 Technology Fee \$100	Curriculum Fee \$150 Technology Fee \$300	Curriculum Fee \$150 Technology Fee \$300
Tuition \$4500	Tuition \$4600	Tuition \$4800	Tuition \$5500	Tuition \$5800

- Registration fees are due **at the time of enrollment** and are required before applications are considered complete. These fees are non-transferrable and non-refundable.
- Enrichment, Technology, and Curriculum fees must be paid in full by May 30.
- Tuition payments begin July 15, and final payment must be made by April 15. **Final report cards will not be released until tuition accounts are cleared.**

Discounts

- Tuition paid in full by July 15 receives a 5% discount.
- Siblings receive the following tuition discounts:
 - 1st sibling - 10% discount
 - 2nd and consecutive siblings - 15% discount

Student Records

CAL values the privacy of parent and student information and will not share any information without the explicit written permission of the parent or guardian.

Parents/Guardians are to inform the administration as to any change of address, telephone numbers, place of employment of all parents/guardians, and emergency contacts.

CAL seeks to adhere to the intentions set forth in all federal and state laws pertaining to the privacy and transfer of student educational information and records.

Grading and Reporting Policies and Procedures

It is the desire of CAL that all students succeed. Laying a strong foundation is critical to academic success, and students are expected to maintain acceptable educational progress in order to be considered for promotion.

Promotion Guidelines

Pre-K

Student readiness for kindergarten will be determined by an evaluation conducted by the teacher and headmaster.

Kindergarten

Student readiness for 1st grade will be determined by an evaluation conducted by the teacher and headmaster. Key areas of evaluation will be literacy and numeracy.

1st through 3rd grade

The Student Academic Progress Committee (SAPEC) will meet to determine if a student has successfully completed their coursework and is ready to be promoted to the next grade. If a student is in danger of repeating a grade, a conference will be scheduled with the headmaster, teacher, and the parent/guardian at the end of the third grading period to discuss options.

4th through 12th grade

Letter grades will be assigned for each nine-week grading period. Promotion is merited when:

1. A student passes all classes.
2. A student passes 3 of the 4 nine weeks with a minimum of four (4) quality points.

Students not meeting all criteria may have their progress reviewed by the SAPEC. The decision of the SAPEC is final.

Homework

Homework will be purposeful and at the discretion of the instructor.

Classwork

Participation and engagement in classroom activities are essential to academic success. Students are expected to complete all activities assigned by the instructor.

Grading Scale for Pre-K through Kindergarten

Letter Grade	Definition
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grading Scale for 1st through 12th Grades

Letter Grade	Percentage	Quality Points
A	90-100%	4
B	80-89%	3
C	70-79%	2
D	60-69%	1
F	50-59%	0

Academic Intervention

Educational progress will be monitored throughout the year, and interventions will be implemented when appropriate.

Make-Up Work

School work assigned prior to an absence is due the day the student returns to school. Students absent three or more days must complete missing assignments by the due dates assigned by their teachers. Assignments not completed will be assigned a grade of zero (0).

Report Cards

Report cards will be sent out quarterly. Please check the school calendar for dates.

Academic Honors

In order to recognize outstanding academic effort and diligence on the part of our students, CAL will recognize the following as Academic Honors:

Headmaster's List

Students who earn straight A's for both quarters during the semester (not the semester average) will be placed on the Headmaster's List. This is not calculated based on GPA, but rather on the letter grades, including conduct.

A/B Honor Roll

Students earning a combination of A's and B's for both quarters will be placed on the A/B Honor Roll. This is not based on GPA, but rather on the letter grades, including conduct.

Timothy Award

Students who have demonstrated excellent conduct throughout the semester and have not been sent to the office for discipline will be awarded the Timothy Award. This is a high honor and a difficult achievement.

Technology

Technology is used to enhance coursework. Students may use their own computers provided appropriate software is installed. Students may request use of a computer through the school. Students using school computers are responsible for damage that occurs through negligence or abuse.

Parents/Guardians must sign an acceptable use policy before students will be issued computers or allowed to have access to the internet. See Acceptable Use Policy.

Special Needs

CAL does not utilize IEPs or 504 Plans. However, the school may be able to assist families who have concerns related to their children's learning environment. Please schedule an appointment with the headmaster to discuss concerns.

Compliance with CAL Rules and Regulations

CAL students and parents are expected to be aware of and to comply with CAL rules and regulations that pertain to CAL. In addition to the Core Values required by CAL, the following school rules also apply:

1. **Violations of Core Values - Students are expected to confront those involved in** violations of Core Values, and, when necessary, report the infraction to the appropriate faculty member or administrator.
2. **Gum** - Students may not chew gum on school premises.
3. **Punctuality** - Students are to be punctual to school, all classes and activities during the school day. Teachers will assign consequences for students who are late to their classes or activities. Repeated tardiness may result in a student being referred to the appropriate authority.
4. **Cell Phones/Devices** –
High School – Cell phones/smart watches may be brought to school but must remain in the student’s backpack. If a student has the device out without permission, the teacher will confiscate the device. The device will be turned over to the headmaster until the parent comes to retrieve it and pays \$25.00. No phones are to be out during Before or After Care.
Junior High and Lower – Cell phones/smart watches must be turned in to the front desk when a student comes to school. Cell phones/smart watches will be returned to the student when they are picked up after school. If the device has not been turned in, the teacher will confiscate the device. The device will be turned over to the headmaster until the parent comes to retrieve it and pays \$25.00. No phones are to be out during Before or After Care.
5. **Computers** - Every student is required to sign and uphold CAL's "Acceptable Use Policy" for computers.
6. **Sexual Integrity and Harassment** - CAL is committed to providing a safe, healthy environment that promotes respect, dignity, and equality for all students, faculty, and staff. It is the policy of CAL to provide and maintain an environment free of sexual or other harassment in any manner or form (verbal, physical, sexual, or other), and it is expressly prohibited. It shall be a violation of this policy for any student, employee, or school visitor to harass any student, employee, or any person associated with the school. All incidents of harassment will be promptly and thoroughly investigated. Actions or conduct constituting harassment will be subject to appropriate disciplinary action including, but not limited to, immediate suspension, termination, or expulsion. Any individual who is or believes that they have been subjected to sexual or other harassment (whether adult-adult, adult-student, student-student, or student-adult) should promptly inform the headmaster.
7. **Bullying** - Bullying is considered a form of harassment. If a student is demonstrating a pattern of tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting others, it is considered bullying. Students should follow the biblical admonition in Matthew 18 and report incidents to the appropriate teacher or administrator.

8. **Cyber Bullying** - Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting others using the internet, interactive, and digital technologies, social media, or mobile phones will not be tolerated. Parents and students need to be aware that information posted on all social media, or other internet sites, is permanently on the internet. Disciplinary action will be taken for any student who violates this policy or CAL's Core Values through the use of technology.
9. **Laws of the Land** - Students must comply with all federal, state, and local laws.
10. **Use of Illegal Substances** - The possession and/or use of tobacco, e-cigarettes, vapor devices, smokeless tobacco, alcohol, or other illegal or dangerous drugs is prohibited. Drug tests, random or targeted, may be given at any time the school believes that such tests will help support this policy. Furthermore, the school may require regular testing at student expense.
11. **Weapons** – No weapons (guns or knives) of any kind are allowed on school property or at school-sponsored functions at any time.
12. **Authority** - Students must respect the authority of the school and its designated leaders. Inappropriate challenges to the school's authority are prohibited and will not be tolerated.
13. **Inappropriate Language** - Use of abusive or vulgar language is unacceptable.
14. **Hazing** - Hazing is defined as committing an act against a student or employee or coercing a student into committing an act that creates a substantial risk of harm or safety or affects the mental or physical health of the student, in order for the student to be initiated into or affiliated with a student organization, or for any purpose. Hazing activities of any type are inconsistent with the educational goals of the school and its Core Values and are always prohibited.

Members of the CAL community are expected to use good judgment in deciding how to respond to rule violations. Consideration of the severity of the violation, the severity of the impact on the school, the potential impact on members of the school community, and the good of the violator must be considered. Possible responses include prayer, confronting the violator, notifying someone with appropriate influence (such as the person's pastor or other church official), notifying an appropriate family member or notifying the appropriate school authorities. The response should not be based on personal gain, advantage, or gratification. Nor should members shirk the response based on the potential displeasure of the offender.

When school authorities become involved, appropriate disciplinary action will be taken. Continued and repeated rule violations which demonstrate a pattern of inappropriate, disrespectful and/or harmful behavior to students, faculty and/or which threaten the moral fabric of the school community, will result in discipline that may include school-based disciplinary action, as well as the possibility of suspension or expulsion.

CAL retains the right to decline the initial or continuing enrollment of any student, or the initial or continuing employment of any faculty or staff, who professes, engages in, supports, or promotes an alternative lifestyle or transgender identification. As used in this provision, "alternative lifestyle" includes but is not limited to the gay, lesbian or homosexual lifestyle; living together as a couple outside the institution of traditional

heterosexual marriage; and a lifestyle contrary to the heterosexual, monogamous model depicted in the Bible.

Automatic Dismissal

Any student communicating a verifiable threat against the safety of the school campus, faculty, and/or student body will be immediately expelled from CAL, and the appropriate authorities will be notified. This type of behavior will not be tolerated.

Uniforms

UNIFORM SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>High School</i>	Class B	Class B	Class B	Class A	Class C
<i>Junior High</i>	Class B	Class B	Class B	Class A	Class C
<i>Elementary</i>	Class B	Class B	Class B	Class B	Class C
<i>Pre-K</i>	Class B	Class B	Class B	Class B	Class C

Free Dress Days

When a Free Dress Day is called by the headmaster, students may wear their choice of clothing, as long as it is appropriately sized for the child and meets the length and tightness requirements listed below. JEGGINGS/TIGHTS/YOGA pants may be worn UNDER skirts or shorts as they are not considered pants. Athletic shorts may be worn but must have bike shorts under them. No torn or ripped jeans are allowed.

Backpacks

Pre-K: All Pre-K students will receive a CAL tote bag. Please do not purchase a book-bag.

K - 12th grade: Students are given freedom of expression in their choice of backpacks. There are no style restrictions, but please make sure they are large enough to accommodate all their supplies.

High School Uniforms (9th – 12th grade)

Class A Uniform

Tops: Navy blazer with the CAL crest, white button-up shirt (short or long-sleeved), navy striped tie for boys, and solid navy tie for girls. (Navy blazers may be ordered from Addis Athletic.)

Bottoms: Khaki slacks or CAL plaid skirt. Skirt length must be no more than two inches above the bending knee. (Skirts are available at Inka's or School Time Uniform - ask for Plaid #18.)

Belts: Brown or beige

Shoes/Socks: Beige Topsider-style shoe* (**NO** Hey Dudes), brown or navy dress socks

Class B Uniform

Tops: Navy blue, Oxford grey, or white collared shirt (short or long-sleeved), appropriately sized for the child, not tight fitting. Must be tucked in and buttoned within one button from the top. Turtlenecks can be worn as undershirts only. Long-sleeved Spirit Shirts and sweatshirts may be worn over uniform – shirt collars must be out.

Bottoms: Pants, shorts, skorts (flat front), skirts, or jumpers can be navy blue, khaki, or CAL plaid. Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and be no wider than shoe-length but not dragging the ground. Shorts must be knee-length (Length is no more than two inches above the bending knee). JEGGINGS/TIGHTS/YOGA pants may be worn UNDER a skirt or shorts as they are not considered pants. This also applies to sports practices and events.

Belts: Same as **Class A**

Shoes*/Socks: Beige Topsider-style shoe (**NO** Hey Dudes) with socks

Jackets: No over-sized or other high school logos may be worn. There are no other brand or appearance restrictions.

Class C Uniform

Tops: Same as **Class B** but also includes Spirit Shirts

Bottoms: Same as **Class B** but also includes blue jeans and blue jean shorts (length no more than two inches above the bending knee)

Belts: Same as **Class A**

Shoes*/Socks: Same as **Class B** but also includes tennis shoes and athletic socks

Jackets: Same as **Class B**

**If your student has been prescribed by a doctor to wear a shoe orthotic, a note must be received from the prescribing doctor, and the shoe color must be either solid black or brown.*

Junior High Uniforms (7th-8th Grade)

Class A Uniform

Tops: White button-up shirt (short or long-sleeved) with *optional* “Christian Academy of Louisiana” embroidery (available at Addis Athletics), solid navy tie for boys and girls.

Bottoms: Khaki slacks or CAL plaid skirt. Skirt length must be no more than two inches above the bending knee. (Skirts are available at Inka’s or School Time Uniform - ask for Plaid #18.)

Belts: Brown or beige

Shoes/Socks: Beige Topsider-style shoe* (**NO** Hey Dudes), brown or navy dress socks

Class B Uniform

Tops: Navy blue, Oxford grey, or white collared shirt (short or long-sleeved), appropriately sized for the child, not tight fitting. Must be tucked in and buttoned within one button from the top. Turtlenecks can be worn as undershirts only. Long-sleeved Spirit Shirts and sweatshirts may be worn over uniform – shirt collars must be out.

Bottoms: Pants, shorts, skorts (flat front), skirts, or jumpers can be navy blue, khaki, or CAL plaid. Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and be no wider than shoe-length but not dragging the ground. Shorts must be knee-length (Length is no more than two inches above the bending knee). JEGGINGS/TIGHTS/YOGA pants may be worn UNDER a skirt or shorts as they are not considered pants. This also applies to sports practices and events.

Belts: Same as **Class A**

Shoes/Socks: Beige Topsider-style shoe* (**NO** Hey Dudes)

Jackets: Hoods are allowed but must be worn down when inside. No over-sized or other school logos may be worn. There are no other brand or appearance restrictions.

Class C Uniform

Tops: Same as **Class B** but also includes Spirit Shirts

Bottoms: Same as **Class B** but also includes blue jeans and blue jean shorts (length no more than two inches above the bending knee)

Belts: Same as **Class A**

Shoes/Socks: Same as **Class B** but also includes tennis shoes and athletic socks

Jackets: Same as **Class B**

Elementary School/Pre-K (PK3-6th grade)

Elementary and Pre-K students are given freedom of expression in their choice of ***socks, belts, and shoes.***

Class B Uniform

Tops: Navy blue, Oxford grey, or white collared shirt (short or long-sleeved), appropriately sized for the child, not tight fitting. Must be tucked in and buttoned within one button from the top. Turtlenecks can be worn as undershirts only. Long-sleeved Spirit Shirts and sweatshirts may be worn over uniform – shirt collars must be out.

Bottoms: Pants, shorts, skorts (flat front), skirts, or jumpers can be navy blue, khaki, or CAL plaid (Skirts are available at Inka's or School Time Uniform - ask for Plaid #18.). Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and be no wider than shoe-length but not dragging the ground. Shorts must be knee-length (Length is no more than two inches above the bending knee). JEGGINGS/TIGHTS/YOGA pants may be worn UNDER a skirt or shorts as they are not considered pants. This also applies to sports practices and events.

Belts: Starting in Kindergarten, if the item of clothing has belt loops, then a belt must be worn.

Shoes: No high heels/wedges. Shoes must fit appropriately. For safety purposes, all shoes must be closed toe AND WORN AT ALL TIMES. There are no other brand or appearance restrictions.

Jackets: Hoods are allowed but must be worn down when inside. No over-sized or other school logos may be worn. There are no other brand or appearance restrictions.

Class C Uniform

Tops: Same as **Class B** but also includes Spirit Shirts

Bottoms: Same as **Class B** but also includes blue jeans and blue jean shorts (length no more than two inches above the bending knee)

Belts: Same as **Class B**

Shoes: Same as **Class B**

Jackets: Same as **Class B**

School Schedule

Daily Schedule

6:30 a.m. - 7:39 a.m.	Before Care Program
7:40 a.m. - 7:54 a.m.	Morning Carpool
7:55 a.m. - 2:35 p.m.	School Hours
2:35 p.m. - 2:50 p.m.	Afternoon Carpool
2:51 p.m. - 5:30 p.m.	After Care Program

Chapel Schedule (Thursday)

Arrival and dismissal times remain the same:

8:30 a.m. – 9:00 a.m. Chapel Service,

Parents are invited to attend Chapel. Pre-K 4 and Kindergarten students will attend Chapel the first Thursday of every month.

- This model teaches a high respect for humanity, realizing that everyone is created in the image of God.
- Classical Christian education teaches that people of "the Word" should be masters of language.
- We strive to develop sound reasoning and a sound faith in our students.
- We believe that the Classical Christian Model of Education enables students to better know, glorify, and enjoy God "by nourishing the soul on truth, goodness, and beauty" (Circe Institute).

Extracurricular Activities

Extracurricular activities are any club, team, or athletic group that meets outside of the regular coursework of the student. CAL believes that academics take priority over extracurricular activities and that students need help determining what types of activities deserve their attention. Extracurricular activities are a privilege, not a right. Participation in extracurricular activities is contingent upon a student being in good academic and disciplinary standing. Participants in extracurricular activities must meet all applicable eligibility requirements.

Membership requirements per activity may vary (see coach or club director).

Early Dismissal for Seniors

Seniors in good academic (current in all assignments with a minimal passing grade of 2.5) and good behavioral standing may request administrative approval for early dismissal at noon, Monday - Friday. CAL assumes no responsibility for the student after he/she is off school grounds. Further, CAL reserves the option to revoke this privilege if circumstances warrant.

Qualifying seniors should have their parent or guardian provide a written request acknowledging the terms and conditions of early dismissal.

Lunch

The school provides a hot lunch daily with white/chocolate milk or water. A monthly calendar will be sent home before the new month begins. Your student may choose the days they would like to eat. The cost of a pre-ordered lunch is \$3.95 daily. The cost of lunch requested on the same day is \$5.00. Students may still bring their own lunch as well.

FAQ'S

What happens if my child forgets their lunch?

Forgotten lunches can be dropped off in the Administrative Building. If it is not possible to drop off a lunch, your child will be served a hot lunch, and their FACTS account will be charged \$5.00.

Can I have lunch with my child?

Parents are encouraged to spend time with their children on and off campus. Please check your children's schedules to find out what time they have lunch. Please follow the procedures for visiting the campus. See *Visitors*.

Where is the lost and found?

The Lost and Found bin is located in the Administrative Building. Every effort will be made to reunite the lost item with the student. Due to limited storage space, **the Lost and Found bin will be emptied, and items will be donated every nine weeks** when report cards are issued.

What kind of parties are allowed?

CAL celebrates Christmas and Easter. Class parties will be held for these occasions only.

Can I celebrate my child's birthday at school?

Arrangements can be made to celebrate individual birthdays at school as long as the event does not disrupt the school day. Please contact the administration to make arrangements.

How many field trips will be scheduled per year?

Students will take separate field trips according to grade levels, and no more than two trips per year per grade will be scheduled. These events will be planned in advance and notice will be sent home with ample time for payment. Parents are welcome to attend these events.

Handbook Agreement Form

Please sign this form and return it to CAL administration. This will be placed in the student record.

I, _____, parent/guardian of _____ have read this handbook and agree to abide by the policies and procedures outlined therein.

Signature of Parent/Guardian

Date

Parents and guardians should review this handbook with their children enrolled in fourth grade and above. Please have the student sign and date below.

I, _____, have read this handbook and agree to abide by the policies and procedures outlined herein.

Signature of Student

Date

Acceptable Use Policy

Internet Safety

Acceptable use of the internet and technological resources shall be consistent with the mission statement, educational philosophy, and objectives of CAL.

In its continued efforts to comply with the Children's Internet Protection Act, CAL shall adopt and enforce a policy of internet safety that incorporates the age appropriate use of technology. Access to the internet for K-8th grades will be restricted to a curated list of educational websites approved by the headmaster. High School students will use the internet to access the LUOA curriculum and supplemental resources.

Terms and Conditions

1. **Privileges** - The purpose of technology is to support coursework, not take its place. The use of the internet is a privilege, not a right. Inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.
2. **Security**- Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the internet shall be reported immediately to the headmaster. Any user identified as a security risk shall be denied access to the internet.
3. **Vandalism** - Vandalism shall result in cancellation of privileges and other disciplinary actions up to and including expulsion. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software data. This includes, but is not limited to, the creation of computer viruses. No software, programs, or files may be installed or downloaded by any student user unless directed by their facilitator or the administration.
4. **Consequences of Misuse** - Any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the *Student Code of Conduct* shall be disciplined by the headmaster up to, and including expulsion.

Signature of Student

Date

Signature of Parent/Guardian

Date

Medication Plan Form

(also available in the office)

The Christian Academy of Louisiana PHYSICIAN/PARENT REQUEST MEDICATION FORM

PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.

Student's Name _____ Birthdate _____
School _____ Grade _____ Homeroom _____
Parent/Guardian Name (print): _____ Phone Number: _____
Emergency Contact Name: _____ Phone Number: _____

I hereby request that the below ordered medication be administered by school personnel. I give permission for the exchange of information between the prescriber, school staff, and school nurse. I understand that that I must supply the school with no more than a 35 day supply of medication. I understand that this medication will be destroyed, if not picked up within 2 weeks from the last day of school. I have administered the initial dose of medication on: Date: _____ Time: _____

Parent/Guardian Signature: _____ Date: _____

Each medication order must be written on a separate order form. Any future changes in directions for medication ordered require new medication orders. Orders sent by fax are acceptable. Legibility may require mailing original to the school. All medication orders must be renewed each school year.

PART 2: LICENSED PRESCRIBER TO COMPLETE.

1. Student Diagnosis: _____
2. Medication: _____
3. Strength of medication: _____ Dosage (amount to be given): _____
Check Route: By mouth By inhalation Other _____ Time: _____
PRN Frequency (circle appropriate): q 2 hours q 4 hours q 6 hours
Note: The frequency and the time of medication order must be the same as the Rx given. School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse.
4. Duration of medication order: Until end of school term
5. Desired Effect: _____
6. Possible side-effects of medication: _____
7. Any contraindications for administering medication: _____
8. Other medications being taken by student when not at school: _____
9. Student's Allergies: _____

Prescriber's Name(Printed): _____
Phone Number: _____ Fax Number: _____
Prescriber's Signature: _____ Date: _____

PART 3: LICENSED PRESCRIBER/PARENT TO COMPLETE AS APPROPRIATE.

Inhalants/Emergency Drugs Release Form for Students to be Allowed to Carry Medication on Self

1. Has this student been adequately instructed by you or your staff and demonstrated competence in self administration of medication to the degree that he/she may self-administer his/her medication at school, provided that the school nurse has determined it is safe and appropriate for this student in his/her particular school setting? Yes No

Prescriber's Signature: _____ Date: _____

2. Do you give permission for your child to self-administer the medication at school? Yes No
3. Do you assume responsibility for your child's actions in his/her self-management of medication at school?
 Yes No

Parent/Guardian Signature: _____ Date: _____

I understand and agree CAL and its employees are not responsible for any unintentional mistakes or oversights in keeping or giving my child medication. I agree to hold the Christian Academy of Louisiana free and harmless from liability from injuries that might occur as a result of the administration of medications by school employees.

Physician's/Nurse's Signature: _____ Date: _____